virtusa | POLARIS

HR

Business Visa Policy

Policy No. HR/010/1.0/2016

Version No.1.2

Author	*Andrea Pereira*	**Implementation Responsibility**	*Geo HR Head*
Target Audience	*All Team members*		
Policy Category	*Global Policy*		
Date of Initial Release	**Date of Last Modification**	**Effective Date**	**Next Review Due**
5-May-2016	22-July-2016	22-July-2016	
Description of Last Change	*Change in* Exception section 4.0 & Guidelines		

1.0 Purpose:

A business visa ("Business Visa") allows employees to visit a host country to facilitate business transactions but not to engage in gainful employment or perform productive or billable work. To ensure that home company employees who seek to enter, and in fact do enter host countries only for legitimate business purposes consistent with the immigration rules and regulations, home company has established a comprehensive policy to which every team member MUST comply.

This Policy defines the rules to which employees MUST adhere to whenever they:

- *Apply for a "Business Visa" for authorized activities only; OR*
- *Travel on a "Business Visa" for authorized activities only*

2.0 Scope:

This policy is applicable to all team members across all Geos travelling on a "Business Visa"

3.0 Policy Details:

3.1 Policy Statement:

a) *Team members travelling on "Business Visa" are expected to work on permissible activities only Most importantly, activities performed while on business travel CANNOT be billed*
b) *Only those employees in Tier 0 and Tier 1 or who are traveling on short business trips (less than six weeks only) are eligible to travel on a "Business Visa"*
c) *Invitation letter from the client stating the purpose and duration of the employee's travel will be required.*
d) *The maximum stay for an employee traveling on a "Business Visa" must not exceed six (6) calendar weeks on each trip.*
e) *Visa status cannot be changed while in the host country.*
f) *Home company is relying on the truth and integrity of all certifications. Should any additional information come to home company's attention or should circumstances change that challenge the conformance of the applicant to the "Business Visa" rules and regulations, home company may require additional assurances or may revoke or stop the "Business Visa" process*

3.2 Implications for non-adherence:

Non-compliance of policy for business travel will result in action being taken against the concerned PM and 2 in a box travel approver.

4.0 Exceptions:

Any exceptions to the Business Visa/Travel policy should be approved as followed:

- *All Delivery – Team member's manager to obtain SBU DH's approval and only thereafter forward for approval from EVP- Global DH, Global RM Head & Global Talent Mobility Head*
- *All other departments – Team member's manager to obtain Global Functional Head's approval and only thereafter forward for approval from EVP – COO & Global Talent Mobility Head*

5.0 Links to related Process/Procedure/Template:

- *Business Visa Policy Guidelines 1.3*
- *Business Visa Permissible Scenarios Checklist 1.1*
- *Business Visa Questionnaire Form 1.0*

6.0 References:

None

Revision History

Version No.	Author	Published Date	Sections Changed	Description of changes
1.0	Andrea Pereira	5-May-2016	NA	NA
1.1	Andrea Pereira	6-June-2016	References	Guidelines updated
1.2	Andrea Pereira	22-July-2016	Exceptions	Exception process updated